

# Aging Division

## Wyoming Department of Health

### Information and Education Bulletin

#### **Subject: Definitions**

AAA- Area Agency on Aging - In Wyoming the State Unit on Aging (the Aging Division of the Wyoming Department of Health) also serves as the AAA.

Access Care Coordinator – An individual charged with oversight of the clients served in the Community Based In Home Services Program. Includes such responsibilities as outreach, screening, assessment, case management, information and referral.

Active Client – A client who is currently receiving services and indicated as such in SAMS.

ADLs - Activities of Daily Living is a term that refers to eating, dressing, bathing, toileting, transferring in and out of bed/chair, and walking.

Adult - A person aged 18 years and older.

Adult Day Care (ADC)/Adult Day Health Services - Provision of personal care for dependent older adults in a supervised, protective, and congregate setting during some portion of a twenty-four-hour day. Services offered in conjunction with adult day care/adult day health typically include social and recreational activities, training, counseling, and services such as rehabilitation, medication assistance and home health aide services for adult day health.

Administration – Includes such responsibilities as bidding, contract negotiation, reporting, reimbursement, accounting, auditing, monitoring, and quality assurance.

Aging and Disability Resource Center – ADRC. An entity established by a State as part of the State system of long-term care, to provide a coordinated system for providing:

1. Comprehensive information on the full range of available public and private long-term care programs, options, service providers, and resources within a community, including information on the availability of integrated long-term care;
2. Personal counseling to assist individuals in assessing their existing or anticipated long-term care needs, and developing and implementing a plan for long-term care designed to meet their specific needs and circumstances; and
3. Consumers' access to the range of publicly-supported long-term care programs for which consumers may be eligible, by serving as a convenient point of entry for such programs.

AGNES – Aging Needs Evaluation Summary. Evaluation tool designated by the Division to determine the functional status of an eligible client and the potential needs of that client and is a

pre-requisite for services under the CBIHS, Title III-B, Title III-C and Title III-D programs. It is also a pre-requisite for the care recipient for some services under the Title III-E program.

#### ALF – Assisted Living Facility

Alzheimer's – A disease characterized by decreased memory, reasoning and the ability to care for oneself. All of these make it more difficult for an individual to care for themselves.

Ambulatory - A person who is physically and mentally capable of moving from place to place without the aid of another person.

AoA - Administration on Aging. The Administration on Aging funds the largest U.S. community nutrition program for older persons, and works closely with its network of state and area agencies on aging, tribal organizations and service providers to provide adequate nutrition for the elderly.  
<http://www.aoa.gov>

#### APS - Adult Protective Services

Assessment - Assessment is the administration of standard examinations, procedures or tests for the purpose of gathering information about a client to determine needs and/or eligibility for services. Information may include health status, financial status, Impairments in Activities of Daily Living (ADL)'s and Impairments in Instrumental Activities of Daily Living (IADL)'s, etc. (Normally referred to as evaluation.)

Assisted Transportation - Provision of assistance, including escort, to a person who has difficulties (physical or cognitive) using regular vehicular transportation.

Assistive Technology – Non-disposable personal devices, as distinguished from modifications to a home, that are used to assist the care receiver, or the caregiver on the care receiver's behalf, to carry out an activity of daily living.

At Risk for Institutional Placement - With respect to an older individual, such individual is unable to perform at least 2 activities of daily living without substantial assistance (including verbal reminding, physical cuing, or supervision) and is determined by the State to be in need of placement in a long-term care facility.

Caregiver - An adult family member or other individual who is an "informal" provider of in-home and community care to an older individual. "Informal" means that the care is not provided as part of a public or private formal service program. Grandparents who are caregivers of minor grandchildren - see definition of grandparent or other older relative caregiver of a child. (This is the client of the National Family Caregiver (Title III E) program.)

Caregiver Assists Tool (CAT) - Evaluation tool to determine the status of the caregiver in relation to specific conditions targeted for services or related conditions that can be addressed by the program.

Caregiver Education - Instruction, training or study of those who care for someone who is sick, disabled, or otherwise unable to care for themselves.

Caregiver Training - Conduct training workshops and conferences that provide family caregivers with the tools to increase their self care and their ability and confidence to handle difficult situations, emotions, and decisions.

Care Planning - A specific project or definite purpose in regards to those in need of attentive assistance or treatment.

Care-receiver - A functionally dependent older adult who is unable to perform at least two (2) activities of daily living (ADLs) or due to a cognitive or other mental impairment that requires substantial supervision

Case Management – Assistance either in the form of access to services or care coordination in circumstances where the client is experiencing diminished functioning capacities, personal conditions, or other characteristics which require the provision of services by formal service providers. Activities of case management include evaluating needs, developing care plans, authorizing and coordinating services among providers, and providing follow-up evaluation and re-evaluation, as required.

CDC - Centers for Disease Control & Prevention. The Centers for Disease Control and Prevention is an agency of the United States Department of Health and Human Services based in the Metro Atlanta area, adjacent to the campus of Emory University and northeast of downtown Atlanta. It works to protect public health and safety by providing information to enhance health decisions, and it promotes health through partnerships with state health departments and other organizations. The CDC focuses national attention on developing and applying disease prevention and control (especially infectious diseases), environmental health, occupational safety and health, health promotion, prevention and education activities designed to improve the health of the people of the United States.

Certified Nursing Assistant - CNA – A person who is licensed by the Wyoming State Board of Nursing and has successfully completed a certification and training program or course with a curriculum prescribed by the Wyoming State Board of Nursing, or is deemed to have had comparable training according to rules established by the Wyoming State Board of Nursing and whose duties are assigned by a RN or LPN.

CFR – Code of Federal Regulations. The Code of Federal Regulations is the codification of the general and permanent rules and regulations (sometimes called administrative law) published in the Federal Register by the executive departments and agencies of the Federal Government of the United States. The CFR is divided into 50 titles that represent broad areas subject to Federal regulation.

Child – An individual who is not more than 17 years of age.

Chore – Assistance such as heavy housework, yard work or sidewalk maintenance for a person.

Clerical/Support Staff - All paid personnel who provide support to the management and professional staff.

Client – An eligible individual receiving program services. Individuals on the waiting list are not considered clients until they receive services.

Client Education & Training - All educational programs or activities provided to clients, excluding health and nutrition. Programs should be comprised of an instructional component complete with a curriculum and a time frame for completion.

Client Outcome - The extent and kinds of impact the program has on its participants Impact could be reported in the amount of change in behavior, attitude, skills, knowledge or condition (situation) of program participants.

Cluster – A designation by the Administration on Aging to indicate the level of information needed about a client. Clusters do not correlate to any Level of Care, funding source, or service program. Services under each cluster may be provided through several funding streams.

CMS - Centers for Medicare & Medicaid Services. The CMS is the official repository for information on Medicare and Medicaid. The Medicare and Medicaid programs were signed into law on July 30, 1965 by President Lyndon Johnson and was attended by former President Truman. <http://www.cms.hhs.gov>

Cognitive - Refers to thinking and reasoning ability. A person that is experiencing cognitive issues will seem forgetful, absent minded and may have difficulty completing tasks that in the past were simple for them to perform.

Continuum of Care – The continuum of care is a dynamic and interactive system, rather than moving in a linear fashion from independence to dependence, older adults move in and out of areas of service need as they experience changing levels of independence and dependence, health and illness, and financial stability and instability.

Cost Sharing - Process that allows clients to share in the cost of service provision through the use of a sliding fee scale and self-declaration of income.

CBIHS – Community Based In-Home Services. The Community Based In Home Services program (CBIHS) is used to provide services to those qualified individuals who are at risk of premature institutionalization. These services are designed to keep people in the least restrictive environment for as long as possible. The program is entirely State funded.

Conflict of Interest - A conflict between one's obligation to the public good and one's self-interest. Someone who experiences a conflict of interest cannot be unbiased and is not considered to be Neutral

Congregate Meals - A meal provided to a qualified/eligible individual in a congregate or group setting and consumed immediately on the premises of the contracted meal site. The meal as served meets all of the current requirements of the OAA and state/local law, rule and regulation.

Contact - Grant related purposeful communication initiated by either the contractor or the client.

Counseling - Professional counseling provided by a contract or volunteer Licensed professional counselor, in either individual or group settings; means to advise, give advice, consult, exchange information and ideas.

Crisis Interventions - Direct assistance to a client at a time of economic, health, or social crisis, on a short term basis.

CSBG - Community Service Block Grant

Dependent - A person, often a child or spouse, who relies on someone else for financial support and daily care. Any child certified as legally disabled over the age of 18.

Dementia - To properly diagnosis dementia you must obtain a complete medical and neuropsychological evaluation. First you must determine if there is a cognitive problem and the severity of the cognitive problem. Next the cause must be determined so that proper treatment can be pursued and proper planning by both the patient and the caregiver be made for the future.

Development – Includes such responsibilities as public education, resource development, training and education, research and development and legislative activities.

Developmental Disability - A person who is experiencing a severe, chronic disability that:

- is attributable to a mental or physical impairment or combination of mental and physical impairments;
- is manifested before the person attains age 22;
- is likely to continue indefinitely;
- results in substantial functional limitations in three or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency; and
- reflects the person's need for a combination and sequence of special interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated.

Dietary Guidelines for Americans - Eating right and being physically active aren't just a "diet" or a "program" — they are keys to a healthy lifestyle. With healthful habits, you may reduce your risk of many chronic diseases such as heart disease, diabetes, osteoporosis, and certain cancers, and increase your chances for a longer life.

<http://www.health.gov/dietaryguidelines/dga2005/document/default.htm>

Direct Care – Hands-on care provided to clients, including, but not limited to feeding, bathing, toileting, dressing, lifting, moving residents, treatments, and medication administration. Direct care does not include food preparation, housekeeping or laundry services except in circumstances when such services are required to meet the needs of an individual client on a given occasion.

Direct Care Provider - Registered Professional Nurses and Licensed Practical Nurses, and Certified Nursing Assistants who provide direct care to clients.

Direct Costs - Direct costs are those that can be identified specifically with a particular final cost objective, i.e., a particular award, project, service, or other direct activity of an organization.

Disability - The term “disability” means (except when such term is used in the phrase “severe disability”, “developmental disability”, “physical or mental disability”, “physical and mental disabilities”, or “physical disabilities”) a disability attributable to mental or physical impairment, or a combination of mental and physical impairments, that results in substantial functional limitations in 1 or more of the following areas of major life activity:

- (A) self-care,
- (B) receptive and expressive language,
- (C) learning,
- (D) mobility,
- (E) self-direction,
- (F) capacity for independent living,
- (G) economic self-sufficiency,
- (H) cognitive functioning, and
- (I) emotional adjustment.

Disease Prevention and Health Promotion - Services funded under Title III-D of the Older Americans Act including health risk assessments; routine health screening, which may include hypertension, glaucoma, cholesterol, cancer, vision, hearing, diabetes, bone density, and nutrition screening; nutritional counseling and educational services; evidence-based health promotion programs, including programs related to the prevention and mitigation of the effects of chronic disease (including osteoporosis, hypertension, obesity, diabetes, and cardiovascular disease), alcohol and substance abuse reduction, smoking cessation, weight loss and control, stress management, falls prevention, physical activity and improved nutrition; programs regarding physical fitness and group exercise; home injury control; screening for the prevention of depression and coordination of community mental health services; medication management services; information concerning diagnosis, prevention, treatment and rehabilitation of age-related diseases and chronic disabling conditions; and gerontological counseling. Service priority shall be given to areas of the state that are medically underserved and have a large number of older individuals who have the greatest economic need for such services.

DRI – Dietary Reference Intake. A system of nutrition recommendations from the Institute of Medicine (IOM) of the US National Academy of Sciences including minimums and maximums for nutritional and caloric contents of foods. Current Dietary Reference Intakes for Older Adults can be found here:

[http://nutritionandaging.fiu.edu/DRI\\_and\\_DGs/DRI%20Table%203%20pages%209-13-2004.pdf](http://nutritionandaging.fiu.edu/DRI_and_DGs/DRI%20Table%203%20pages%209-13-2004.pdf).

Elder Abuse - Elder abuse takes many forms. Types of abusive acts include physical, sexual or financial abuse, exploitation, isolation, neglect, or self-neglect. In Wyoming, every person is a mandatory reporter of such acts and must report them to law enforcement.

Exploitation - The illegal or improper use of an individual or the individual's property and resources without permission. While normally one person exploits another for monetary gain, they may also exploit another to gain a non-monetary advantage over them.

Federal Acquisition Regulation - The body of regulations which is the primary source of authority governing the government procurement process. The purpose of the FAR is to provide "uniform policies and procedures for acquisition." FAR 1.101. Among its guiding principles is to have an acquisition system that (1) satisfies customer's needs in terms of cost, quality, and timeliness; (2) minimize administrative operating costs; (3) conduct business with integrity, fairness, and openness; and (4) fulfill other public policy objectives. FAR 1.102(b).

Financial Abuse – 1. Taking, secreting, appropriating, or retaining real or personal property of an elder or dependent adult for a wrongful use, or with intent to defraud; 2. Assisting in taking, secreting, appropriating, or retaining real or personal property of an elder or dependent adult for a wrongful use, or with intent to defraud.; 3 Taking money or property, forging an older person's signature, getting an older person to sign a deed, will or power of attorney through deception, coercion or influence. Using an older person's property or possessions without permission. Promising care in exchange for money or property and not following through. Confidence crimes, scams, fraud, telemarketing scams, or other acts done under false pretense for financial gain

Follow-up - Making an additional contact to evaluate the status of a service or inquiry.

Forms Assistance - Assistance by staff or volunteers in filling out any forms, not included in Pension Counseling.

FQHC: Federally Qualified Health Centers; <http://en.wikipedia.org/wiki/FQHC>; A facility located in a medically underserved area that provides Medicare beneficiaries preventive primary medical care under the general supervision of a physician. These health centers have been approved by the government for a program to give low cost health care. Medicare pays for some health services in FQHCs that are not usually covered, like preventive care. FQHCs include community health centers, tribal health clinics, migrant health services, and health centers for the homeless.

Frail - With respect to an older individual, is determined to be functionally impaired because the individual:

- is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing, or supervision; or
- is unable to perform at least three such activities without such assistance; or
- due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or to another individual.

Greatest economic need - The need resulting from an income level at or below the poverty line

Greatest social need - The need caused by non-economic factors which include:

- Physical and mental disabilities;
- Language barriers; and
- Cultural, social or geographical isolation, including isolation caused by racial or ethnic status, that restricts the ability of an individual to perform normal daily tasks; or threatens the capacity of the individual to live independently.

Faith Based Organization – Includes faith based communities such as churches, temples, and mosques and faith based social services agencies such as Catholic Charities or Lutheran Social Services.

Family - A family is a group of two or more persons related by birth, marriage, or adoption who live together; all such related persons are considered as members of one family. For instance, if an older married couple, their daughter and her husband and two children, and the older couple's nephew all lived in the same house or apartment, they would all be considered members of a single family.

Fraud - The intentional deception, misconduct, misappropriation or misuse of funds/resources or the manipulation of data to the advantage or disadvantage of a person or entity. Some examples of fraud include but are not limited to:

- Falsification of expenses and invoices
- Theft of cash, fixed assets or resources
- Improper use of funding
- Misuse of resources
- Alteration or falsification of records
- Failure to account for monies collected
- Utilization of funds for prohibited activities
- Billing for unauthorized services
- Knowingly providing false information on applications and requests for funding
- Obtaining money or property by means of false pretenses, representations or promises
- Intentional misrepresentation

Government Grants – Funding for programs generally funded through taxpayer dollars. Use the Grants.gov website to FIND and APPLY for federal government grants. The U.S. Department of Health and Human Services is the managing partner of Grants.gov.

GPRA – Government Performance and Results Act of 1993. The Government Performance and Results Act of 1993 (P.L. 103-62) focuses on the need to improve federal program effectiveness, particularly using information about program results and service quality to set program goals and measure performance against those goals.



Grandparent or other older relative caregiver of a child – A grandparent, step grandparent or other relative of a child by blood or marriage, who is 55 years of age or older and:

- A. lives with the child,
- B. is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregiver of the child, and,
- C. has a legal relationship to the child, as such legal custody or guardianship, or is raising the child informally.

Greatest Economic Need -The need determined by an income level at or below the current Federal poverty guideline.

Greatest Social Need – The need caused by non-economic factors (such as language barriers, and social isolation).

Group Education - A scheduled presentation to educate people interested in the National Family Caregiver Support Program.

Health Education (One Session) - A presentation to promote better health (physical or mental) by providing accurate health information and instruction to participants in a group or individual setting overseen by an qualified health professional.

Health Exercise - Physical fitness activities sponsored by the Contractor.

Health Fair - An event put on either by the contractor or other entity, providing health awareness and screenings.

Health Other – A service to an individual who receives assistance, such as health screening, eye, and dental exams, etc. from a qualified health professional. This also includes eye glass repair, hearing aid repair, etc.

Health Treatment and Prevention - Treatment or preventive activities at a contractor's facility, such as foot clinics, blood pressure clinics, etc.

HHS - Department of Health and Human Services; authorized and commissioned by Congress in 1992 to evaluate the Older Americans Act nutrition programs in order to assess its impact, effectiveness and efficiency. The Administration on Aging is part of HHS. <http://www.hhs.gov/>

HHS Poverty Guidelines - The HHS Poverty Guidelines are sometimes referred to as the federal poverty level (FPL), but that phrase is ambiguous and should be avoided, especially in situations (e.g., legislative or administrative) where precision is important. There are two different versions of the federal poverty measure: The poverty thresholds, and the poverty guidelines

The poverty thresholds "are the original version of the federal poverty measure. They are updated each year by the Census Bureau". "The thresholds are used mainly for statistical purposes. All official poverty population figures are calculated using the poverty

thresholds, not the guidelines" - The U.S. Census Bureau. See How the Census Bureau Measures Poverty on the U.S. Census Bureau website.

The poverty guidelines "are the other version of the federal poverty measure. They are issued each year in the Federal Register by the Department of Health and Human Services (HHS). The guidelines are a simplification of the poverty thresholds for use for administrative purposes - for instance, determining financial eligibility for certain federal programs." - The U.S. Census Bureau. See Poverty Guidelines, Federal Register Notice on the U.S. Census Bureau website.

<b>The 2009 Poverty Guidelines for the 48 Contiguous States and the District of Columbia</b>	
<b>Persons in family</b>	<b>Poverty guideline</b>
1	\$10,830
2	14,570
3	18,310
4	22,050
5	25,790
6	29,530
7	33,270
8	37,010
For families with more than 8 persons, add \$3,740 for each additional person.	

**SOURCE:** *Federal Register*, Vol. 74, No. 14, January 23, 2009, pp. 4199–4201

High Nutritional Risk – The score of six (6) or higher on the “DETERMINE Your Nutritional Risk” checklist.

Homebound - Some one who is unable to leave their home, for whatever reason, is said to be Homebound.

Home Delivered Meals – A meal provided to a qualified/eligible individual in his/her place of residence. The meal must meet all the requirements of the OAA and State/Local laws, rules and regulations.

Home Repair - Improving or repairing residence, appliances, etc.

Homemaker – A person providing assistance with such things as preparing meals, shopping for personal items, paying bills, or doing light housework.

Household - As defined by the Census Bureau for statistical purposes, a household consists of all the persons who occupy a housing unit (house or apartment), whether they are related to each other or not. If a family and an unrelated individual, or two unrelated individuals, are living in the same housing unit, they would constitute two family units but only one household.

Housing Assistance/Information - Providing information and assistance regarding housing options for clients and their families.

Hospice – Prior authorized services provided to a terminally ill individual.

HRSA - Health Resource & Services Administration; "The Health Resources and Services Administration (HRSA), an agency of the U.S. Department of Health and Human Services, is the primary Federal agency for improving access to health care services for people who are uninsured, isolated or medically vulnerable." <http://www.hrsa.gov>

Indirect Costs - Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

Ineligible Participant - Individuals who do not meet Older Americans Act eligibility requirements. Ineligible participants are required to pay the full cost of a service.

Impairments in Activities of Daily Living (ADL) - The inability to perform one or more of the following six activities of daily living without personal assistance, stand-by assistance, supervision or cues: eating, dressing, bathing, toileting, transferring in and out of bed/chair, and walking.

Impairments in Instrumental Activities of Daily Living (IADL) - The inability to perform one or more of the following eight instrumental activities of daily living without personal assistance, or stand-by assistance, supervision or cues: preparing meals, shopping for personal items, medication management, managing money, using the telephone, doing heavy housework, doing light housework, and transportation ability (transportation ability refers to the individual's ability to make use of available transportation).

Inactive Client – A client who is currently NOT receiving services and indicated as such in SAMS.

Information and Assistance - A service that provides individuals with current information on services available within their communities; links the individuals to the opportunities and services that are available; and, to the maximum extent practicable, establishes adequate follow-up procedures. Internet web site "hits" are to be counted only if information is requested and supplied.

Independent Living - An arrangement for disabled or older adult with special needs, usually in their own home, to afford them as much independence and autonomy as possible.

Institutionalization - The act of placing or confining an individual to an institution, especially one who is unable to care for themselves due to poor physical or mental health or illness.

Law - a rule of conduct or procedure established by custom, agreement, or authority; a collection of rules imposed by an authority on the public; a piece of enacted legislation (Congress enacted a Law).

Legal Assistance - Legal advice, counseling and/or representation by an attorney or other person acting under the supervision of an attorney. [Legal Assistance is done by an Attorney, or other person acting under the supervision of an Attorney. This is not simply a referral for legal services.]

Legal Assistance Services Developer – A program that is designed to coordinate and enhance state and local legal services and elder rights programs. This program includes statewide supported activities which provide technical assistance and leadership for the enhancement of quality legal and advocacy assistance for older persons in greatest economic or social need.

Legal Assistance Development - Activities carried out by the state “Legal Assistance Services Developer” that are designed to coordinate and enhance state and local legal services and elder rights programs.

Letter writing/Reading - To read, write, interpret, and/or translate personal correspondence for a client.

Living Alone - A one-person household where the householder (using the Census definition of household) lives by himself/herself in an owned or rented place of residence in a non-institutional setting, including board and care facilities, assisted living units and group homes.

Long Term - Covering a relatively lengthy period of time.

Material Aid - Aid in the form of goods, equipment, clothing, smoke detectors, eyeglasses, and security devices to clients. Loan closets, food distributions, etc. may also provide material aid.

Mental Illness - A client with a diagnosed Schizophrenia, Delusional (paranoid disorder), Mood Disorder such as Depression, Anxiety disorder, Somatoform disorder, Organic mental disorder, Personality disorder, Dissociative disorder, childhood disorder, or other severe and persistent disorder.

Multipurpose Senior Center - A community facility for the organization and provision of a broad spectrum of services, which includes the provision of health (including mental health), social, nutritional, educational, and recreational activities.

NAPIS – National Aging Program Information System. Annual performance reporting requirements established by the Administration on Aging for Older Americans Act programs. The system includes the State Program Report.

NASUA - National Association of State Units on Aging; <http://www.nasua.org/>; Founded in 1964, the National Association of State Units on Aging (NASUA) is a non-profit association representing the nation's 56 officially designated state and territorial agencies on aging. The mission of the Association is to advance social, health, and economic policies responsive to the needs of a diverse aging population and to enhance the capacity of its membership to promote the rights, dignity and independence of, and expand opportunities and resources for, current and future generations of older persons, adults with disabilities and their families.

New Client - Any client who has not been previously registered as a client for the service, either in the current fiscal year or the three previous fiscal years by a contract entity funded with Older Americans Act funds in the planning and service area.

NFCSP - National Family Caregiver Support Program; Funds for NFCSP are earmarked to provide five different categories of services:

- Information about services
- Assistance with access to services
- Individual counseling, organization of support groups, and caregiver training
- Respite Care
- Supplemental Services, on a limited basis

NSIP (Nutritional Services Incentive Program) Meals – A meal served in compliance with all the requirements of the OAA, which means at a minimum that: 1) it has been served to a participant who is eligible under the OAA and has not been means-tested for participation; 2) it is compliant with the nutrition requirements; 3) it is served by an eligible agency; and 4) it is served to an individual who has an opportunity to contribute. NSIP includes all OAA meals including those served to persons under age 60 where authorized by the OAA. NSIP meals also include home delivered meals provided as Supplemental Services under the NFCP to persons aged 60 and over who are either care recipients (as well as their spouses of any age) or caregivers. This program is designed to reward efficient delivery of nutritious meals to older adults through the use of cash or commodities.

Nutrition Counseling - Individualized guidance to individuals, who are at nutritional risk because of their health or nutritional history, dietary intake, medication use or chronic illnesses.

Counseling is provided one-on-one by a registered dietitian, and may address the options and methods for improving their nutrition status.

Nutrition Education - A program to promote better health by providing accurate and culturally-sensitive nutrition, physical fitness, or health information (as it relates to nutrition) and instruction to participants and/or caregivers in a group or individual setting overseen by dietitian or individual of comparable expertise.

Nutritional Screening – The nutrition screening checklist is a brief, easily scored instrument that can accurately identify older persons as risk for low nutrient intake and health problems.

Nutrition Site - A site that serves congregate meals for consumption at that facility.

OAA – Older Americans Act. The Older Americans Act of 1965 provides assistance in the development of new or improved programs to help older persons through grants to states for community planning and services. It also provides for training, research, and discretionary projects. Further, it establishes, within the United States Department of Health and Human Services, an operating agency designated as the Administration on Aging.

The Older Americans Act of 1965, as amended in 2006, contains the following Titles:

1. Title I outlines objectives to improve the lives of older Americans in the areas of income, physical health, mental health, housing, long-term care services, employment, retirement, education and recreation opportunities, and community services.
2. Title II establishes the Administration on Aging, headed by an Assistant Secretary for Aging, within the Office of the Secretary of Health and Human Services. The Assistant Secretary for Aging is appointed by the President of the United States with the advice and consent of the Senate. The Title further establishes within the Administration on Aging, an Office for American Indian, Alaskan Native, and Native Hawaiian Aging; and an Office of the Long-Term Care Ombudsman Program. The 2006 amendments broaden the role of the Administration on Aging in the following areas: elder abuse and prevention services, mental health services authorized under the Act, expansion of Aging and Disability Resource Centers to all states; coordination with the Centers for Medicare and Medicaid and other federal agencies to promote self-directed care, build awareness of federal programs and benefits, and establish a National Center on Senior Benefits Outreach and Enrollment; and coordinate with the Corporation for National and Community Service to encourage volunteer and civic engagement activities for all ages in supportive services and community capacity building initiatives. Authority is also given for a Federal Interagency Coordinating Committee on Aging to focus on a broad range of aging issues, with emphasis on housing, supportive services, data collection, technology, and streamlining access to all services.
3. Title III provides funding for the development of comprehensive and coordinated service systems that allow older persons to lead independent, meaningful, and dignified lives in their own homes and communities. Imbedded throughout the title are the principles outlined in the “Choices for Independence” initiative including consumer empowerment, flexible options and more choices for high-risk individuals, healthy lifestyles, evidence-based disease prevention initiatives, Aging and Disability Resource Centers, and emergency/disaster preparedness. Part A outlines the purpose and administration of this Title; Part B allows for the provision of supportive services and senior centers; Part C allows for the provision of nutrition services; Part D allows for disease prevention and health promotion services; Part E addresses the National Family Caregiver Support Program. Services provided under this title must be coordinated with services under Title VI, if applicable.
4. Title IV provides funding for grant awards to design, test, and promote the use of innovative ideas and best practices in programs and services addressing health, independence, and longevity.
5. Title V promotes useful community service and employment opportunities for unemployed, low-income persons who are age fifty-five and older.
6. Title VI provides funding for the delivery of supportive services and nutrition services to American Indians, Alaskan Natives, and Native Hawaiians that are comparable to services provided under Title III. The Native American Caregiver Support Program is also provided under this title. Grants under this Title are administered by the Administration on Aging.
7. Title VII provides funding for elder rights protection activities for vulnerable adults.

Objective - Having actual existence or reality. Uninfluenced by emotions or personal prejudices. Based on observable phenomena; presented factually. (American Heritage Dictionary Online)

OIG – Office of the Inspector General

Older Adult - aka Senior or Elder, Defined by State and Federal Law as any person age 60 or over.

OMB – Office of Management and Budget

Ombudsman Program – An individual who advocates for individuals, investigates complaints, reports findings, and mediates fair settlements or resolutions, especially between aggrieved parties and an institution, an organization, or a company.

Outreach - Intervention initiated by an agency or organization for the purpose of identifying potential clients (or their caregivers) and encouraging their use of existing services and benefits. [NOTE: this refers to individual one-to-one contacts between a service provider and an elderly client or caregiver.

Planning - Includes such responsibilities as needs assessment, plan development, budgeting/resource analysis, inventory, standards development and policy analysis.

Planning and Service Area – PSA. The State of Wyoming requested and received designation as a single planning and service area (PSA) from the Administration on Aging. Single PSA status requires the State to carry out the functions of both the State Agency and the Area Agency on Aging as outlined in the Older Americans Act.

Peer Support Groups- scheduled group meetings provide an opportunity for individuals with similar concerns to share life events.

PIN – Policy Information Notice. Policies established by the Aging Division that must be adhered to in the provision of services.

Program Goal – General statements of what the program intends to accomplish.

Pension/Retirement Counseling - Providing outreach, counseling, and assistance to older individuals, who may be eligible for, but are not receiving benefits including insurance, pensions, retirement plans, public benefits, or entitlements.

Personal Care - Providing personal assistance, stand-by assistance, supervision or cues for persons with the inability to perform with one or more of the following activities of daily living; eating, dressing, bathing, toileting, transferring in and out of bed/chair, or walking.

Personal Emergency Response Systems - Electronic warning device used by a person to alert emergency personnel of an accident, medical problem or safety hazard in their home.

Poverty - Income that is at or below the official federal poverty guideline is considered to be in poverty.

Professional (Staff) Education & Training - Training or education involving staff or volunteers that is sponsored by the Contractor. This may include lectures, workshops, seminars, etc.

Program Income – Income received by the grantee and all sub grantees, such as a service contribution from eligible clients and income from ineligible participants (must pay the full cost of a meal), as a result of the grant project during the grant period. Program income must be used towards the cost of the service to expand and/or enhance services. Please refer to Aging Division Policy Information Notice (PIN).

Provider - An organization or person that provides services to clients under a formal contractual arrangement.

Race/ Ethnicity – One or more of the following as defined through the OMB (Office of Management and Budget):

Ethnicity:

- Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race
- Not Hispanic or Latino

Race:

- American Indian or Alaskan Native – A person having origins in any of the original peoples of North America (including Central America) and who maintains tribal affiliation or community attachment.
- Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Other – Not specified in any other category
- White – A person having origins in any of the peoples of Europe, the Middle East, or North Africa.
  - In SAMS, White is broken down into two separate categories
    - Non-Minority (White, non-Hispanic)
    - White-Hispanic



**Registered Dietitian** - A food and nutrition expert who, at a minimum, has a bachelor's degree, has passed a national examination, and has completed continuing professional educational requirements to maintain registration.

**Release Form** – A form signed by a client that authorizes the release of their personal information to an outside entity or organization. This form must be signed by the client prior to the release of their data.

**Respite** – Services which offer temporary, substitute supports or living arrangements for qualified persons (or child in the case of grandparents raising grandchild) in order to provide a brief period of relief or rest for family members or other caregivers. Respite can be in the form of in-home respite, adult day care respite, or institutional respite for an overnight stay on an intermittent, occasional, or emergency basis. Respite may include Adult Day Care, Day Health, Group Respite, In-Home Respite and Institutional Respite. Respite is not meant to be utilized for permanent care, e.g. while the caregiver works a full time job, etc.

**Rural** – A rural area is any area that is not defined as urban. Urban areas are comprised of; 1) a central place and its adjacent densely settled territories with a combined minimum population of 50,000 or 2) an incorporated place or a census designated place with 20,000 or more inhabitants.

**SAMS** – Social Assistance Management System. The mandatory data reporting system utilized by providers/contractors to report services and clients to the Aging Division.

**Self Directed Care** - An approach to providing services (including programs, benefits, supports, and technology) under the Older Americans Act intended to assist an individual with activities of daily living in which (a) such services (including the amount, duration, scope, provider, and location of such services) are planned, budgeted, and purchased under the direction and control of such individual; (b) such individual is provided with such information and assistance as are necessary to and appropriate to enable such individual to make informed decisions about the individual's care options; (c) the needs, capabilities, and preferences of such individual with respect to such services, and such individual's ability to direct and control the individual's receipt of such services, are assessed by the State/Area Agency (or other agency designated by the State/Area Agency) involved; (d) based on the assessment made under subparagraph (c), the State/Area Agency develops together with such individual and the individual's family, caregiver or legal representative, (i) a plan for services for such individual that specifies which services such individual will be responsible for directing; (ii) a determination of the role of family members (and others whose participation is sought by such individual) in providing services under such plan; and (e) the State/Area Agency provides for oversight of such individual's self-directed receipt of services, including steps to ensure the quality of services provided and the appropriate use of funds under the Older Americans Act.

**Self -Neglect** - A person's failure to provide himself or herself with the necessities of life, such as food, clothing, shelter, adequate medication, and reasonable financial management.

**Senior Citizen** - Any person 60 years of age or older.

**Session** - One unit of service, regardless of the number of attendees.

Severe Disability - A severe, chronic disability attributable to mental or physical impairment, or a combination of mental and physical impairments, that: (A) is likely to continue indefinitely; and (B) results in substantial functional limitation in 3 or more of the major life activities specified in the definition of “Disability”.

Shopping- Providing assistance in the purchase of food, clothing, medical supplies, household items, and/or recreational materials for a client.

Socialization - Social interaction or participation, as a spectator or performer, in organized activities such as sports, arts, games, crafts, that are facilitated by the contractor.

SUA - State Units on Aging are funded through Title III of the OAA. The Aging Division is the SUA in Wyoming. The designated state agency in Wyoming to carry out the provisions of the Older Americans Act of 1965, as amended.

Subjective – Influenced by or based on personal beliefs or feelings, rather than based on facts.

Supplemental Services – Services provided on a limited basis to complement care that is provided by eligible caregivers.

Support Groups - Scheduled group meetings provide an opportunity for individuals with similar concerns to share life events.

Telephoning - Telephoning a client in order to provide comfort, reassurance, or help.

Title III B – Supportive Services

Title III C1 – Congregate Meals

Title III C2 – Home Delivered Meals

Title III D – Disease Prevention and Health Promotion services

Title III E – National Family Caregiver Support Program

Transportation - The means of going from one location to another. This refers to client transportation and does not include any other activity.

Unduplicated Client Count - For NAPIS purposes, the counting an eligible individual only one time during a federal fiscal year, regardless of the number of services the individual receives.

Unrelated individual - An unrelated individual is a person (other than an inmate of an institution) who is not living with any relatives. An unrelated individual may be the only person living in a house or apartment, or may be living in a house or apartment (or in group quarters such as a rooming house) in which one or more persons also live who are not related to the individual in question by birth, marriage, or adoption. Examples of unrelated individuals residing with others include a lodger, a foster child, a ward, or an employee.

Visiting - Leaving the provider’s site to go see a client in order to comfort, reassure, or help.

Volunteers – An uncompensated individual who provides services or support on behalf of older individuals.

WSSB – Wyoming Senior Services Board.

Rev: 07-13-2009